



Household Hazardous Waste Grant: 14th Cycle, Fiscal Year 2005/06

The Household Hazardous Waste (HHW) grants are competitive grants available to help local governments establish or expand HHW collection programs. California cities, counties, and local agencies, including Indian reservations and rancherias, with direct responsibility for HHW management are eligible.

Approved as part of the fiscal year 2005/2006 Budget Act, \$4.5 million was made available for this grant cycle, with \$200,000 set aside for one project that would develop a Recycled Paint Certification System.

Application Materials

This material is provided for information only and should not be used to apply for subsequent grant cycles as the materials change for each cycle! Application deadline for this cycle was April 15, 2005.

[Grant Awards List](#)

[Notice of Funding Availability](#)

[Questions and Answers](#) (posted March 16, 2005)

Application Package

- [Application Instructions](#)
- [Attachment 1: Application Cover Sheet](#)
- [Attachment 2A, 2B, 2C: Sample Resolutions and Sample LOA](#)
- [Attachment 3A: Sample Work Plan](#)
- [Attachment 3B: Sample PAINT Work Plan](#)
- [Attachment 4: Sample Budget](#)
- [Attachment 5: Sample Summary of Previous Grants](#)
- [Attachment 6: Environmentally Preferable Practices Evaluation Sheet](#)
- [Attachment 7: Sample Facility Description Profile](#)
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HHW Grants Home



Grants by Grant Cycle

Grants matching your search for 2005-06 Household Hazardous Waste Discretionary Grants (HD14)

Amador County

Grantee:Amador County

Amount Awarded: \$138,193.00

Grantee Contact: Mr Larry Peterson

CalRecycle Grant Manager: Elaine Novak

Project Summary: Upgrade facility and provide temporary events in the rural underserved areas of the county.

Total Awarded for County: \$138,193.00

Contra Costa County

Grantee:West Contra Costa Integrated Waste Management Authority

Amount Awarded: \$171,779.00

Grantee Contact: Ms. Mersina Purlantov

CalRecycle Grant Manager: Linda Dickinson

Project Summary: Develop Door to Door collection tailored to seniors and disabled residents. Collection of U-Waste and E-Waste will be included.

Total Awarded for County: \$171,779.00

Kings County

Grantee:Kings Waste and Recycling Authority

Amount Awarded: \$252,500.00

Grantee Contact: Mr. Jeff Monaco

CalRecycle Grant Manager: Linda Dickinson

Project Summary: HHW PROJECT: 1) New HHW mobile collection events for underserved populations in remote areas; 2) Expand permamnent HHW program to collect E-Waste at city, county, and public locations and 3) Add sharps collection and mercury thermometer exchange.

Total Awarded for County: \$252,500.00

Modoc County

Grantee:Modoc County

Amount Awarded: \$125,000.00

Grantee Contact: Mr. Richard Hironymous

CalRecycle Grant Manager: Elaine Novak

Project Summary: Expand facilities to include and provide proper battery storage at all of the outlying sites and support removal of HHW and U-Waste.

Total Awarded for County: \$125,000.00

Mono County

Grantee: Mono County

Amount Awarded: \$300,000.00

Grantee Contact: Mr. Evan Nikirk

CalRecycle Grant Manager: Barbara Baker

Project Summary: HHW PROJECT: Construct a PHHWF including capacity for U-Waste to serve as the regional consolidation point for unincorporated Mono Co. and Mammoth Lakes. Add temporary HHW, U-Waste, E-Waste storage capacity at County transfer stations.

Total Awarded for County: \$300,000.00

Riverside County

Grantee: City of Palm Desert

Amount Awarded: \$166,102.00

Grantee Contact: Ms. Lisa Ream

CalRecycle Grant Manager: Elaine Novak

Project Summary: HHW PROJECT: Expand facility to include new materials, including materials from small quantity generators (businesses) and target the underserved population in Palm Desert to increase HHW.

Total Awarded for County: \$166,102.00

Sacramento County

Grantee: Rural Counties ESJPA

Amount Awarded: \$194,049.00

Grantee Contact: Ms. Stacey Miner

CalRecycle Grant Manager: Elaine Novak

Project Summary: HHW PROJECT The proposed grant program includes conducting universal waste collection events in four rural California counties and provides infrastructure for universal waste collection at local solid waste facilities.

Total Awarded for County: \$194,049.00

San Bernardino County

Grantee: San Bernardino County

Amount Awarded: \$200,000.00

Grantee Contact: Ms. Stephanie Odenbach

CalRecycle Grant Manager: Barbara Baker

Project Summary: HHW PROJECT: Capital Improvements including electrical systems and equipment to maximize efficiencies in its latex paint management and repacking process.

Grantee: City of Ontario

Amount Awarded: \$200,000.00

Grantee Contact: Ms Deborah Allen

CalRecycle Grant Manager: Barbara Baker

Project Summary: HHW PROJECT: Upgrade PHHWF to improve accessibility and collection of additional materials including E-Waste (SB20 and non SB20) U-Waste and a material exchange/reuse center.

Total Awarded for County: \$400,000.00

[http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?](http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1)

[ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1](http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1)

San Diego County

Grantee:City of La Mesa

Amount Awarded: \$190,697.00

Grantee Contact: Mr. Scott Munzenmaier

CalRecycle Grant Manager: Linda Dickinson

Project Summary: HHW PROJECT: Four part program 1) Target Hispanic, senior, and multi-family residents to achieve increased HHW participation within these underserved segments of the SD community, 2) Hold collection events on rancherias and reservations 3) Pilot U-Waste program including mercury thermometer exchange and 4) Make facility improvements and equipment upgrades.

Grantee:City of Chula Vista

Amount Awarded: \$158,958.00

Grantee Contact: Mr. Manuel Medrano

CalRecycle Grant Manager: Linda Dickinson

Project Summary: 1) Multi-jurisdictional door-to-door collection for disabled and seniors, 2) expand existing PHHW to accommodate U-Waste and 3) pilot U-Waste program including thermometer exchange.

Grantee:City of Encinitas

Amount Awarded: \$134,642.00

Grantee Contact: Mr. Bill Wilson

CalRecycle Grant Manager: Linda Dickinson

Project Summary: 1) Improve Regional HHW collection rates by targeting seniors, multi family residents, small businesses and Hispanics, 2) Upgrade HHW facility, 3) Hold U-Waste and E-Waste collection events, 4) Pilot U-Waste program including mercury thermometer exchange.

Total Awarded for County: \$484,297.00

San Francisco County

Grantee:City and County of San Francisco

Amount Awarded: \$200,000.00

Grantee Contact: Ms. Marjaneh Zarrehparvar

CalRecycle Grant Manager: Linda Dickinson

Project Summary: HHW PROJECT: Expansion and improvements to its existing PHHWF due to increased volumes of U and Hazardous waste.

Total Awarded for County: \$200,000.00

San Joaquin County

Grantee:San Joaquin County

Amount Awarded: \$200,000.00

Grantee Contact: Ms. Alison Hudson

CalRecycle Grant Manager: Linda Dickinson

Project Summary: PAINT PROJECT: Establish a certification system and an industry wide standard for recycled latex paint that ensures performance equal to virgin paint with respect to produce quality as well as environmental integrity. The long term effect of the project will be to increase the purchase of recycled content paint by government agencies, painting contractors, and homeowners throughout the Nation.

Total Awarded for County: \$200,000.00

Santa Barbara County

Grantee: Santa Barbara County

Amount Awarded: \$183,999.00

Grantee Contact: Ms. Leslie Wells

CalRecycle Grant Manager: Elaine Novak

Project Summary: HHW PROJECT: Expand the electronic storage area to accomodate the stockpiled E-Waste particularly targeting Spanish speaking communities.

Total Awarded for County: \$183,999.00

Shasta County

Grantee: Shasta County

Amount Awarded: \$291,137.00

Grantee Contact: Ms. Ronni Harman

CalRecycle Grant Manager: Linda Dickinson

Project Summary: HHW PROJECT: Conduct 11 one-day HHW collection events during 2006 and 2007.

Total Awarded for County: \$291,137.00

Tehama County

Grantee: Tehama County Sanitary Landfill Agency

Amount Awarded: \$261,289.00

Grantee Contact: Mr. Alan Abbs

CalRecycle Grant Manager: Elaine Novak

Project Summary: HHW PROJECT: Establish additional facilities in Corning and Cottonwood as well as upgrade its existing PHHWF.

Total Awarded for County: \$261,289.00

Tulare County

Grantee: Tulare County

Amount Awarded: \$270,996.00

Grantee Contact: Mr. Joel Martens

CalRecycle Grant Manager: Linda Dickinson

Project Summary: HHW Project: Establish U-Waste management system by purchasing a carbon filtration unit to enable crushing and bulking aerosol cans onsite.

Total Awarded for County: \$270,996.00

Ventura County

[http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?](http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1)

[ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1](http://inetstaging.calrecycle.net/Funding/Reports/ReportViewer.aspx?ReportName=GrantsByGrantCycle&CycleCategoryID=3&CycleID=265&CountyID=&cbGrantAwardAmount=1&cbGrantProjectSummary=1&cbCalrecycleGrantManager=1)

Grantee:Ventura County

Amount Awarded: \$260,301.00

Grantee Contact: Mr. Don Sheppard

CalRecycle Grant Manager: Elaine Novak

Project Summary: HHW PROJECT: Establish curbside collection and enhance Community Beautification Events for HHW and E-Waste collection in up to 10 underserved rural communities outside a 10 mile driving distance of PHHWF targetting non-english speaking residents and 2) Install a E-Waste storage locker for the Fillmore (HD11 built facility).

Total Awarded for County: \$260,301.00

Yolo County

Grantee:Yolo County

Amount Awarded: \$300,000.00

Grantee Contact: Ms. Marissa Juhler

CalRecycle Grant Manager: Elaine Novak

Project Summary: Complete construction of the PHHWF that began in HD13: since that time the construction costs have risen dramatically.

Total Awarded for County: \$300,000.00

Yuba County

Grantee:Regional Waste Management Authority

Amount Awarded: \$300,000.00

Grantee Contact: Mr. Keith Martin

CalRecycle Grant Manager: Elaine Novak

Project Summary: Expand Yuba-Sutter HHW Facility to provide cost free and permanent collection for E-Waste and UWED. Target East Indian, Hmong, and Hispanic groups to increase participation.

Total Awarded for County: \$300,000.00

Grant Count21

Grant Total for Selected Counties: \$4,499,642.00



Household Hazardous Waste Grant: 14th Cycle, FY 2005/06

Notice of Funding Availability

This grant is closed to applications as of April 15, 2005. Please see the HHW grants home page for information about the next grant cycle.

The Household Hazardous Waste (HHW) grants are available to help local governments establish or expand HHW collection programs. These grants are awarded on a competitive basis.

Funding

If approved as part of the fiscal year 2005/2006 Budget Act, four million five hundred thousand dollars (\$4.5 million) in grant funds may be available for this grant cycle, with \$200,000 set aside for one project that would develop a Recycled Paint Certification System. Individual jurisdictions may request up to \$200,000 and regional groups (two or more cities/counties) may request up to \$300,000. The grant term is from approximately August 2005 through March 2008. Grant expenses may not be incurred until grantees receive the Notice to Proceed.

Eligibility

California cities, counties, and local agencies, including Indian reservations and rancherias, with direct responsibility for HHW management (jurisdiction). Commercial businesses and nonprofit groups are not eligible to apply for this grant, but may partner with a local jurisdiction on the delivery of program services.

Each applicant may submit one application for a local/regional HHW project, and one application for the Recycled Paint Certification System Project. Depending upon the final ranking of scores, it would be possible for the same applicant to receive two grant awards for this cycle ONLY IF one of the projects was a Recycled Paint Certification System Project.

Priorities--FY 2004/05 2005/06 HHW Grants (14th Cycle)

Priority will be given to applicants who are:

- From rural areas or small cities,
- Targeting underserved populations,
- Establishing a multijurisdictional HHW program that addresses regional needs, or
- Demonstrating or piloting innovative or more cost-effective collection methods.

Priority will be given to projects that:

- Establish a permanent and sustainable HHW collection facility(ies),
- Expand an existing permanent HHW collection facility(ies) to accommodate Electronic waste, Universal Waste Electronic Devices (UWED), and other universal wastes,
- Demonstrate or pilot targeted universal waste program, or
- Develop Recycled Paint Certification System.

Application Format

Each applicant must at a minimum:

- Evaluate and describe its current program;
- Identify its community's HHW program needs;
- Describe how its proposed project will meet those needs; and
- Justify their proposed project's budget, program elements, and workplan.

Detailed instructions as well as forms and samples are included in the application package.

Application Deadline

Application must be received at California Integrated Waste Management Board in Sacramento by 3:00 p.m., April 15, 2005.

Hand-delivered and mailed applications will be accepted. E-mailed or faxed applications will not be accepted.

Important: Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means that allows for tracking by the sender and that guarantees delivery on or before the application deadline. Failure to do so is at the risk of the applicant, and delayed delivery or loss of an application by the post office or a delivery service will not be accepted as justification for a late application.

For More Information

The application will be posted on this site as soon as it is available. Hard copy applications are available from Wendy Roberson.

For program information, contact Ashraf Batavia or Spencer Fine.

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Household Hazardous Waste Grant: 14th Cycle, FY 2005/06

Questions and Answers

- [Electronic Waste](#)
- [Multiple Proposals and Regional Applications](#)
- [Pollution Prevention](#)
- [Leasing or Buying Vehicles](#)
- [Recycled Paint Certification Project](#)

Electronic Waste (E-Waste) Related Questions

1. The City is interested in the E-Waste Amnesty Day Grants. Does the Household Hazardous Waste Grant Program (HD14) cover this?

Answer: Yes, the HD14 grant can cover e-waste amnesty events for a limited range of e-waste; however, the California Integrated Waste Management Board (CIWMB) does not currently have an "amnesty day" grant program specifically for the collection of e-waste. Please note that with the implementation on January 1, 2005 of the Electronic Waste Recycling Act of 2003 (SB20) and related amendments (SB50), HD14 grant-sponsored e-waste amnesty events must focus on electronic devices that are not listed as covered electronic waste (CEW). CEWs are eligible for reimbursement from the advance disposal fees charged for CEW sold after January 1. CEWs include:

- Cathode ray tubes (CRT) and CRT-containing devices
- Computer monitors containing CRTs
- Laptop computers with liquid crystal display (LCD) screens
- LCD containing desktop monitors
- Televisions containing CRTs
- NOTE: Plasma TVs and LCD TVs will be added to the fee collection system on July 1, 2005

However, eligible HD14 expenses could still include the collection of the following e-waste items:

- Computer peripherals (including, keyboards, mouse, printers, speakers)
- Small electronics (including cell phones, calculators, VCRs, DVDs, etc.)
- Printers, and
- Copiers

2. We'd like to move forward on our grant project, but are still wondering what, if any, impact the Recycling Payment System (SB20/50) has on eligible grant expenses, such as CRT collection. How will this affect HD14 expenditures for the collection of e-waste?

Answer: E-waste covered by the Recycling Payment System (SB20/50) is not eligible for funding through HD14. Thus, it will have a positive impact on HD14 by focusing grant dollars on the collection of non-SB20/50 legacy e-waste for which the state is not currently providing reimbursement, such as CPU's, keyboards, mice, cell phones, etc.

Impact on Eligible Payments: HD14 grants will NOT reimburse for any costs related to collection of e-waste covered by SB20/50, as local jurisdictions could receive payment (\$0.20 per pound for eligible materials) as collectors for CEW.

CRT collection: No, collection of CRTs will NOT be an eligible expense as CRTs are considered CEW.

3. What are the eligible e-waste expenses that this grant will cover?

Answer: Eligible e-waste expenses for HD14 include the following items:

- Computer peripherals (including, keyboards, mouse, printers, speakers)
- Small electronics (including cell phones, calculators, VCRs, DVDs, etc)
- Printers, and
- Copiers

4. If we receive console TVs and computer monitors at our collection facility or event, will costs incurred processing these items be eligible expenses to bill under this grant?

Answer: No, console TVs and computer monitors are considered CEW and are not eligible for reimbursement through HD14. Local jurisdictions will be able to cover those costs by participating in the SB 20/50 program.

5. If we receive computers (i.e. hard drives and peripherals) and printers, at our collection facility or event, will that be eligible for reimbursement under this grant?

Answer: Computer hard drives, computer peripherals, and printers are not considered CEW. Thus, the full cost of collecting and recycling these items could be eligible expenses.

6. Can we ask for funds to expand our facilities while also asking for grants to fund a program to educate the Asian community regarding electronic waste?

Answer: Yes, grants can include multiple program components as long as all tasks and goals are in line with the jurisdiction's currently adopted Household Hazardous Waste Element (HHWE). However, the applicant will have to "choose" ONE of the program criteria listed below that best characterizes the proposed program in order to potentially qualify for extra points. The applicant must designate or declare this criterion on the Cover Sheet.

- Establish a permanent and sustainable HHW collection facility(ies);
- Expand permanent HHW collection facility(ies) to accommodate Electronic-waste, Universal Waste Electronic Devices (UWED), and other universal wastes;
- Demonstrate or pilot targeted universal waste programs; or
- Develop a Recycled Paint Certification Project.

Note: Expansion is allowed on local government facility(ies) only, and NOT private facility(ies).

Multiple Proposals and Regional Applications

7. Can an individual jurisdiction submit more than one application for HD14, even though an applicant may only receive up to \$200,000?

Answer: Yes, but ONLY IF one of the two applications proposes a Recycled Paint Certification System Project and the other application proposes an eligible HD14 project.

8. Can an individual applicant receive two grant awards for a total not to exceed \$200,000?

Answer: No, not unless one project is a Recycled Paint Certification System Project. (See answer to Question 7.)

However, two \$100,000 projects from the same applicant could be combined into one application for \$200,00 that reflects the strengths of both projects.

9. Under the grant proposal, can funding be granted for multiple endeavors, such as establishing a permanent and sustainable HHW collection facility and also establishing targeted U-waste programs, or must only one task be chosen for the grant? Must the project focus on one theme?

Answer: Yes, a grant proposal may include as many endeavors as the applicant deems necessary to accomplish its goals and objectives, while meeting the needs of the community, as long as all goals and objectives are in line with the jurisdiction's currently adopted Household Hazardous Waste Element (HHWE). As noted in the response to Question 6 above, the applicant can only receive "points" for one of the program priority criterion and must designate or declare the criterion on the Cover Sheet.

10. The guidelines for HD14 allow individual jurisdictions to request up to \$200,000 and regional groups (two or more cities/counties) to request up to \$300,000. Can you clarify the definition for individual jurisdictions and regional groups?

Answer: An individual jurisdiction is a single city or county, applying by itself.

A regional group is comprised of a lead jurisdiction, designated to act on behalf of all participating jurisdictions, and the participating cities and/or counties. The lead jurisdiction will be the Grantee and will be responsible for the performance of the grant, recordkeeping and for submission of all required documentation. Jurisdictions participating in a Joint Powers Authority (JPA) may designate the JPA as their regional lead jurisdiction if the JPA agreement includes solid and/or hazardous waste management. If a jurisdiction is a participant in a regional program applicant, it may not apply individually.

11. If we are proposing a countywide education program that would be on behalf of the county and all the cities within the county, would we be able to apply for \$300,000?

Answer: Yes, if the applicant represents a regional group (two or more cities/counties participating in the grant project), it may request up to \$300,000. A lead agency would need to be designated and a Letter of Authorization would be required from each participating jurisdiction.

12. Can the programs/activities included in one application be initiated in two different geographical areas?

Answer: If the two different geographical areas are in different jurisdictions, there must be a Regional Partnership between the jurisdictions that will be enjoying the benefit of the HD14 grant program. If the disparate geographical areas are within the same jurisdiction, they may be included in the single application of an individual applicant. (See previous answers for more information on regional programs for multiple jurisdictions.)

13. Can commercial businesses partner with a local jurisdiction to obtain funding for the delivery of program services under HD14? If so, what is the procedure for obtaining a resolution from the local jurisdiction?

Answer: A commercial business may partner with a local jurisdiction to deliver program services under HD14, and thus be eligible to receive HD14 grant funds as a subcontractor. However, the local jurisdiction will be the grant "applicant" and will be responsible for the performance of the grant, for submission of all documentation and will be responsible for any payments to the commercial business partner. The CIWMB will only pay the local jurisdiction. Each jurisdiction has a different process for obtaining a resolution. If awarded a grant, the local jurisdiction, as the "applicant" would be responsible for obtaining the resolution. The commercial business partner should obtain a copy of the Grant Agreement, which includes the Procedures and Requirements and Terms and Conditions, from the local jurisdiction, so that all entities working on the grant project will be aware of the grant requirements.

Pollution Prevention

14. Would a long-term, sustainable identity change to the HHW program, making it a multijurisdictional, general pollution prevention program that addresses regional needs, including all toxic substances and water quality issues under the same umbrella of Pollution Prevention, be appealing to the CIWMB as a grant proposal for HD14?

Answer: Yes, pollution prevention, particularly publicity and educational activities, is an eligible activity, but it is not a High Priority Activity for the HD14 grant program. Therefore, it is important that the applicant stress the multi jurisdictional aspect of the HHW program and critical regional needs when crafting the proposal.

Leasing or Buying Vehicles

15. One of items in the list of ineligible costs is purchasing or leasing of vehicles by non-governmental agencies. Does this mean that we are limited in the way of eligible costs only for compensation for the use of vehicles owned by our company, but if we lease or purchase vehicles then those costs would be ineligible?

Answer: Yes, if you are a nongovernmental entity/subcontractor for the grant, then yes, the cost of leasing or purchasing vehicles is ineligible under HD14.

Recycled Paint Certification Project

16. The work plan for the required task C lists four organizations to review--ASTM, Master Painters Institute (MPI), Scientific Certification Systems and Green Seal. Such investigations may result in a recommendation that a certification system include a performance standard such as MPI and recommend Scientific Certification Systems or another option instead of Green Seal to verify the recycled content, chemical components, etc. of recycled paint. Can the applicant/grantee suggest another environmental certification than Green Seal?

Answer: Yes. The four groups listed represent the minimum number of organizations that must be analyzed under the proposed Recycled Paint Certification Project. If time and resources permit, the grantee would have the ability to investigate additional organizations and may include that in the work plan.

17. Required Task E states "Develop final recommendation to Workgroup and Special Waste Division of CIWMB for

approval of standards and certification process." Once a recycled paint certification "process" is developed and brought to the Special Waste Division of CIWMB, who approves the process and how much time do they need to approve it? Do we expect a letter from CIWMB Special Waste Division giving us the approval to proceed to contract with the certification organizations recommended?

Answer: The goal of the grant is to develop a system that will be accepted by the stakeholders. This Scope of Work does not include a task, nor the funding, for each producer of recycled paint to be certified. The recommendation (Task E) will be submitted to the Special Waste Division's grant manager as the final deliverable for the grant. "Approval" in the context of the grant simply means that the document itself contains all the required information, meets the requirements of the grant, etc. The CIWMB will not approve the recommendation on its merits, as it is expected that the recommendation will be evaluated by several parties in a collaborative process and in partnership with the Product Stewardship Institute (PSI) and National Paint Dialogue Markets Work Group.

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California Department of Resources Recycling and Recovery (CalRecycle)

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD**



APPLICATION INSTRUCTIONS

**LOCAL GOVERNMENT
HOUSEHOLD HAZARDOUS WASTE GRANT (14th Cycle)
FOR FISCAL YEAR 2005/06**

**Application must be received
by 3:00 PM April 15, 2005**

**Mail and hand delivery are acceptable.
Faxed or E-mailed applications will not be accepted.**

Mail or deliver application to:
California Integrated Waste Management Board
Attn: Liz Huerta, Grants Administration Unit (HD14)
1001 "I" Street, MS-10,
P.O. Box 4025
Sacramento, CA 95812-4025
(916) 341-6643

APPLICATIONS MAILED OR SENT BY U.S. POSTAL SERVICE OR A COMMERCIAL DELIVERY SERVICE SHOULD BE SENT BY A MEANS THAT ALLOWS FOR TRACKING BY THE SENDER AND THAT GUARANTEES DELIVERY ON OR BEFORE THE APPLICATION DEADLINE. FAILURE TO DO SO IS AT THE RISK OF THE APPLICANT, AND DELAYED DELIVERY OR LOSS OF AN APPLICATION BY THE POST OFFICE OR A DELIVERY SERVICE WILL NOT BE ACCEPTED AS JUSTIFICATION FOR A LATE APPLICATION.

GRANT APPLICATION SUBMITTAL CHECKLIST

Use this checklist to make sure you've included all the correct documents and sections in your grant application.

- Cover Sheet (Attachment)
- Table of Contents (with page numbers)
- Resolution and/or Letters of Authorization (Attachment)
- Proposal Narrative and Attachments (Suggested page length in parenthesis – entire application may not exceed 15 pages, excluding Attachments)
 - Introduction: Project Summary (paragraph)
 - Section 1: Program Criteria (half page)
 - HHW Facility Description Profile (Attachment)
 - Section 2: Need (4-6 pages)
 - Map (for facilities or collection programs only)(Attachment)
 - Section 3: Goals and Objectives (1-2 pages)
 - Section 4: Work Plan Narrative (3-7pages)
 - Work Plan (Attachment)
 - Section 5: Evaluation (1-2 pages)
 - Section 6: Budget Narrative (1-2 pages)
 - Budget (Attachment)
 - Section 7: Letters of Support & Experience
 - Appropriate Letters (original or copies of letters)
 - Staff Experience (Summary of relevant experience, not Resumes)
 - Summary of Previous Used Oil and Household Hazardous Waste (HHW) Grants (Attachment)
 - Section 8: Environmentally Preferable Purchasing Policy (EPP) or Directive
 - EPP Evaluation Sheet (Attachment)
- One original and three copies** of the application must be submitted to:
 - California Integrated Waste Management Board
 - Attn: Liz Huerta, Grants Administration Unit (HD14)
 - 1001 I Street, MS-10
 - P.O. Box 4025
 - Sacramento, CA 95812-4025

Copies: Identify the original application with a mark or stamp indicating “original” and mark or stamp the copies, “copy.” Copies must be free of distortion and easy to read.

Font: 12 points or larger font.

Paper: 8 ½” x 11” 100% recycled-content paper, double sided and numbered consecutively.

Stapled, not bound: upper left-hand corner.

APPLICATION DEADLINE: Application must be received at California Integrated Waste Management Board (CIWMB) in Sacramento by 3:00 p.m., April 15, 2005.

Hand-delivered and mailed applications will be accepted. E-mailed or faxed applications will not be accepted.

FOR MORE INFORMATION:

Information (including the application) will be posted on the California Integrated Waste Management Board's (CIWMB) website when it becomes available.

Question and Answer Period

Questions about this HHW Grant (HD14) application may be submitted in writing by March 7, 2005 to Ashraf Batavia or Spencer Fine via e-mail or sent by mail to:

California Integrated Waste Management Board
Attn: Spencer Fine
Used Oil and HHW Grants
1001 I Street, MS-21
P.O. Box 4025
Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet on or about March 11, 2005. Responses will be posted on the CIWMB grants website and mailed out upon request. To the extent possible, similar questions will be grouped together. **Please note that no project specific questions will be answered.**

IMPORTANT TENTATIVE GRANT DATES

DATE	ACTIVITY
January 2005	Board adopts scoring criteria/evaluation process
March 7, 2005	Question and answer period closes
March 11, 2005	Responses to questions will be posted on or about this date
April 15, 2005	Applications are due and will not be accepted after this date. NOTE: This date is NOT tentative.
July 2005	Board considers funding recommendations
July-September 2005	Grantees initiate work on projects after receiving Notice to Proceed
March 30, 2008	Grantees complete work on projects
May 1, 2008	Final Report and Final Payment Request Due

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LOCAL GOVERNMENT HOUSEHOLD HAZARDOUS WASTE GRANT (14th Cycle) FOR FISCAL YEAR 2005/06

I. GRANT SUMMARY AND GUIDELINES

■ BACKGROUND

Public Resources Code (PRC) Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award competitive grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills.

Grant funds must be used to establish or expand HHW programs that provide collection opportunities, and/or corresponding public education/publicity campaigns. Proposed activities should complement local and regional HHW and used oil programs.

■ APPLICANT ELIGIBILITY

California cities, counties, and local agencies, including Indian reservations and rancherias with direct responsibility for HHW management. Commercial businesses and nonprofit groups are not eligible to apply for this grant, but may partner with a local jurisdiction on the delivery of program services. Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application. Each applicant may submit one application for a local/regional HHW project, and one application for the Recycled Paint Certification System Project.

Applicants with open CIWMB grants (e.g. Used Oil Block Grants and Competitive Grants) must have current and approved grant reports on file before they can receive HD14 grant agreements, should they be chosen to receive a grant award.

■ FUNDING AVAILABLE

If approved as part of the fiscal year 2005/2006 Budget Act, four million five hundred thousand dollars (\$4.5 million) in grant funds may be available for this grant cycle, with \$200,000 set aside for one project that would develop a Recycled Paint Certification System. The Recycled Paint Certification System is one of eleven prioritized by the National Paint Product Stewardship Initiative and Memorandum of Understanding recently signed by former California Environmental Agency Secretary Terry Tamminen. Individual jurisdictions may request up to \$200,000 and regional groups (two or more cities/counties) may request up to \$300,000.

Depending upon the final ranking of scores, it would be possible for the same applicant to receive two grant awards (for two different projects) for this cycle **ONLY IF** one of the two projects was a Recycled Paint Certification System Project.

▪ **GRANT TERM**

The grant term is from approximately August 2005 through March 2008. Grant expenses may **not** be incurred until grantees receive the Notice to Proceed. Funding for this grant cycle must be encumbered by June 30, 2006.

▪ **ELIGIBLE ACTIVITIES**

Grant funds must be used to establish or expand HHW programs that provide permanent collection opportunities and/or effective publicity campaigns. Proposed activities should complement existing local and regional HHW programs.

▪ **HIGH PRIORITY PROGRAM ACTIVITIES**

Public Resources Code Section 47200 directs the CIWMB to focus funding priorities toward:

- ◆ New programs for rural areas, or for small cities;
- ◆ Targeting underserved populations;
- ◆ Demonstrating or piloting innovative or more cost effective collection methods; and
- ◆ Establishing a multi-jurisdictional HHW program that addresses regional needs.

For this HD14 grant, in addition to the statutory priorities, the program criteria will be weighted towards applicants that:

- ◆ Establish a permanent and sustainable HHW collection facility(ies);
- ◆ Expand permanent HHW collection facility(ies) to accommodate Electronic-waste, Universal Waste Electronic Devices(UWED), and other universal wastes;
- ◆ Demonstrate or pilot targeted universal waste programs; or
- ◆ Develop a Recycled Paint Certification Project.

▪ **ELIGIBLE COSTS**

Costs must be directly related to the approved Grant project and identified in the Budget.

All expenditures must be only for activities, products, and **costs** included in the approved Work Plan (see Attachment 3) and approved Budget (see Attachment 4), **all expenses must be incurred, and services provided and goods received, after receiving Notice to Proceed and before the end of the Grant Term.**

Any proposed revisions to the Work Plan and/or the Budget must be submitted, and pre-approved **in writing** by the CIWMB Grant Manager, prior to Grantee incurring the proposed expenditures. The approval document should be retained by the Grantee for audit purposes.

The following are examples of eligible costs:

- ◆ Construction of Permanent Household Hazardous Waste Collection Facility (PHHWCF) including construction, equipment and service;

- ◆ Costs, including materials, supplies, equipment and facilities related to the management of HHW;
- ◆ Expenses for activities or programs that provide an opportunity for the collection of HHW that would not otherwise exist;
- ◆ Set-up and operation of temporary facilities for one-day or multi-day events;
- ◆ Overhead or indirect costs up to ten percent (10%) justified by your jurisdiction's internal Cost Allocation Plan. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities are examples of overhead and indirect costs;
- ◆ Publicity and educational activities, particularly those that utilize community-based social marketing, that support HHW collection, recycling, and use of recycled products, and/or pollution prevention programs; and
- ◆ Sharps containers that provide disposal instructions. The containers must be collected at an established HHW collection facility in order for the grant funds to cover transportation and disposal costs. The cost of this portion of a program is not to exceed \$40,000.

■ **INELIGIBLE COSTS**

Any costs not included in your approved budget and not directly related to the approved grant project are ineligible for reimbursement. If you have any questions regarding ineligible costs, contact your CIWMB Grant Manager. Ineligible costs include, but are not limited to:

- ◆ Costs (claimed as either grant expenses or matching monies)
- ◆ incurred prior to the Notice to Proceed or after the grant term;
- ◆ Costs currently covered by another CIWMB loan, grant or contract;
- ◆ Purchasing or leasing of land or buildings;
- ◆ Costs to maintain an existing HHW program;
- ◆ Developing a permanent facility on non-government managed property;
- ◆ Purchasing or leasing of vehicles by non-governmental agencies
- ◆ Overtime costs (except for local government staffing during evening or weekend events that are pre-approved in writing by the CIWMB Grant Manager, when law or labor contract requires overtime compensation);
- ◆ Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste;
- ◆ Pre-paid expenditures for future goods or services delivered beyond the end of the grant term (Exemption: The CIWMB Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the CIWMB Grant Manager);
- ◆ Any food or beverages (e.g. as part of meetings, workshops, training, or events);
- ◆ Public education costs not directly tied to HHW collection;
- ◆ Profit or mark-up by the grantee or subcontractors;
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations;

- ◆ Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g., use of accrued time such as sick leave, vacation, etc.);
- ◆ Premiums or promotional items that contribute to the solid or hazardous waste stream;
- ◆ Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- ◆ Promotional items or premiums that are not related to HHW or the target audience;
- ◆ Cell phones, pagers and personal digital assistants(PDA);
- ◆ Development of school curricula;
- ◆ Movie theater screen advertising;
- ◆ Overhead in excess of 10%;
- ◆ Relocation expenses;
- ◆ Enforcement activities; and
- ◆ Remediation.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened to evaluate applications using the Board approved Scoring Criteria. **Applicants must score at least 80% (64 out of 80 points) of the General Review Criteria points in order to be eligible to receive points in the Program Criteria section.** Applicants must attain at least 70 out of the 100 total points possible to be eligible for funding.

The following is a summary of how the points are divided into two sections (general and program criteria):

Program Criteria (Statutory & Discretionary Sections) 20 points

Applicants will either score Program Criteria points in the 1) Statutory Requirements and Discretionary Criteria sections or 2) Recycled Paint Certification Project section; NOT both

- ◆ Statutory program criteria 12 points
- ◆ Discretionary Criteria 8 points

OR

Recycled Paint Certification Project 20 Points

General Criteria 80 points

- ◆ Need 20 points
- ◆ Goals and Objectives 8 points
- ◆ Work Plan 16 points
- ◆ Evaluation 8 points
- ◆ Budget 11 points
- ◆ Application Completeness, Experience & Support 7 points
- ◆ Environmentally Preferable Practices Eval. Sheet 10 points

■ **REQUIRED DOCUMENTS**

The following documents are required as part of this application:

- Cover Sheet
 - Sample Resolution and/or Letter(s) of Authorization (if applicable)
 - Work Plan
 - Budget
 - Summary of Previous Used Oil and HHW Grants
 - Environmentally Preferable Practices Evaluation Sheet
 - HHW Facility Description Profile (for facilities only)
 - Map (for facilities or collection programs only)
 - Letters of Support
 - Summary of Staff Experience and Expertise
- ◆ If you fail to include these documents with your application, your application will have points deducted under the General Scoring Criterion: *Completeness*.
 - ◆ Additional documents may be submitted after the application deadline; however, your score for *Completeness* will not be adjusted.
 - ◆ Missing documents must be received by the Grants Administration Unit of the CIWMB no later than **May 15, 2005**.
 - ◆ Failure to meet this deadline will result in the disqualification of the application from consideration for award.

■ **PARTIAL FUNDING OF PROPOSALS**

The review panels may recommend partial funding of some, or all, proposals and will deduct ineligible or inappropriate costs

■ **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its July 2005 Special Waste Committee and Board Meetings. All applicants will be advised by email of the Board's decision. The Board reserves the right to not award any or only a portion of the HHW grant, subject to funding availability.

Following the Board's approval of the Grant, the successful applicants will be mailed a Grant Agreement Form, Final *Procedures and Requirements*, and Final *Terms and Conditions*. These documents, along with the applicant's approved Budget and Work Plan, comprise the Grant Agreement.

The signatory designated by the Applicant's Resolution will be required to sign the Grant Agreement Form and return it to the CIWMB Grants Administration Unit **within ninety (90) days** from the date of mailing by the CIWMB. In addition, the Grantee is required to pay all outstanding debts due to the CIWMB within that ninety (90) days from the date of the award. (Check with your Accounting Office to determine whether your jurisdiction has any outstanding CIWMB invoices resulting from unexpended Grant funds in previous cycles or other outstanding debt.) The Grant Agreement will be released to the Grantee after all outstanding debts are paid. **If these two conditions are not met, the Grant may not be funded.**

- **CIWMB PAYMENT FOR GRANT EXPENDITURES**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved Grant activities outlined in the approved Work Plan. Detailed requirements for payment are included in the attached draft Exhibit A: Terms and Conditions and draft Exhibit B: Procedures and Requirements. **(These documents are subject to change without notice prior to award of the Grant.)**

III. APPLICATION INSTRUCTIONS

These Instructions are organized according to the order in which the HD14 application must be submitted. Each section of these application instructions contains:

- ◆ The item as it will appear in your Table of Contents;
- ◆ Required attachment(s);
- ◆ Estimate of the pages that may satisfactorily address the section;
- ◆ Summary of evaluation points available;
- ◆ Sample questions for you to answer in addressing the evaluation criteria; and
- ◆ Helpful hints or “tips” from previous Grant Cycles

Follow the format carefully as points may be deducted for not addressing certain topics, **exceeding the 15-page limit**, boxes not checked, application not double-sided, missing signatures or required attachments, or an unclear proposal.

Double-check your application and make sure everything on the checklist (inside cover of application) is included and arranged in the order prescribed.

- **COVER SHEET (Attachment)**

The required Cover Sheet Form (Attachment 1) may be adapted to each applicant’s computer software; however, the format must be followed exactly. Instructions for completing the form are on the reverse side of the form. It includes contact information and a summary of your proposed project.

- **TABLE OF CONTENTS**

The Table of Contents should indicate on which page each of the required items can be found. This provides a guide that makes it easier for the review panel to score your application.

- **RESOLUTION (Attachment) or LETTERS OF AUTHORIZATION**

The approved resolution for a single jurisdiction and all supporting documents for a regional program must be submitted, preferably with the grant application package on April 15, 2005, but no later than **May 15, 2005**. **Please select the designated signature authority carefully because only the person in the designated position will be able to sign all the grant documents to secure funds and implement the grant project (e.g. application, the Grant Agreement Form and Payment Request Form).** If a “designee” is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either:

- 1.) An approved resolution from the applicant's governing body which authorizes submittal of an application for the HHW Grant (14th Cycle) FY2005/06 and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit 2-A);

OR

- 2.) An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Attachment 2-B).

Regional and Joint Powers Authority (JPA) Programs: Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

In addition to submitting one of the resolutions described above, the lead applicant is responsible for obtaining from the participating jurisdictions (preferably included with the grant application), and providing to the CIWMB Grants Administrative Unit no later than May 15, 2005, one of the following:

- ♦ A letter from the county administrator/city manager (see Attachment 2-C) stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
- ♦ A Resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
- ♦ A copy of a Memorandum of Understanding **specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.**

TIPS FOR RESOLUTIONS:

Select the designated signature authority carefully because only the person designated will be able to sign all grant documents to secure grant funds and implement grant project (e.g. application, the Grant Agreement Form and Payment Request Forms). If the designated signature authority wishes to delegate his/her authority to sign documents related to the Grant, such as Payment Request forms, the Resolution must expressly authorize this. For example:

“The Director of the Happy Valley Solid Waste Management Authority, or his/her designee, is hereby authorized and empowered to execute in the name of the above named county.....”

To utilize this authority, **the Director must provide a signed letter stating the job title of his/her designee.** Otherwise, only the Director will be authorized to sign.

Regional and JPA Applicants:

The regional lead's Resolution does not need to specifically identify the participants' names. The names can be provided in an attachment along with LOAs from participants of the regional or JPA applicant. The inclusion of the participants' names in the regional lead's Resolution does not take the place of the participant's authorization letters (i.e., LOA or Resolution) .

PROPOSAL NARRATIVE

Narrative must clearly and concisely describe and justify each task presented in the proposal. A well-prepared application will address each question briefly, but thoroughly, paying specific attention to each of the points listed in the Scoring Criteria. **The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel knows anything about your organization or previous program experience.**

Attachments to support the proposal narrative are NOT included in the fifteen (15) page limit, and include:

- Cover Sheet
- Resolution or LOA (if applicable)
- Work Plan
- Budget
- Summary of Previous Used Oil and HHW Grants
- Environmentally Preferable Practices Evaluation Sheet
- HHW Facility Description Profile (for facilities only)
- Map (for facilities or collection programs only)
- Letters of Support
- Summary of staff experience and expertise

Key sections are as follows, with **BOLDED** questions corresponding to criteria that review panels will use to score your application. The bulleted points under each question provide suggestions for information that might be included in a complete response to the bolded question.

TIPS FOR APPLICATION WRITING:

Do not worry if your narrative appears choppy or disjointed as the question format may require you to present information in an order than may seem illogical. Clearly responding to each question so that your response can stand alone makes it easier for the review panel to score your application. They do not like to “search” for information that may be buried in another section.

Do not worry if you seem to be repeating yourself—try to be succinct in your response or refer directly to the page where you may have addressed an issue earlier.

INTRODUCTION

The first paragraph of the application should be a re-statement of the **Project Summary** on the Cover Sheet identifying the proposal you are submitting and the priority criteria, if any.

SECTION 1: PROGRAM CRITERIA -- 20 points (Half page)

Rural Areas and Small Cities (3 points)

Applicant must list the demographics of the jurisdiction(s) included in the application:

- ◆ Rural areas (a rural area is a county having a population of 200,000 or less);
- ◆ Small cities (population of less than 35,000)

Underserved Populations (3 points)

Applicant must document that the project serves an “underserved population”. Underserved populations are defined as those having less access to HHW collection opportunities compared to other populations with comparable density and socio-economic status in the service area. Data should be provided to substantiate the claim that the population is underserved. A grantee should be able to clearly articulate a strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to HHW collection. The strategy should be summarized in this section, but included in more detail in the Work Plan.

Innovative Collection Methods (4 points)

Applicant must clearly describe why this project provides an innovative solution or demonstrates a more cost effective collection method. The strategy should be summarized in this section, but included in more detail in the Need section, Work Plan and Budget (for cost effective).

Multi-jurisdictional Program (2 points)

Applicant must list the jurisdiction(s) included in the application and explain how the proposed project addresses regional needs. Letters of support are also required.

DISCRETIONARY CRITERIA (8 points possible)

Establish a permanent and sustainable HHW collection facility.

See definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1. Keep in mind that you must be fairly well along in your project planning to obtain all points in this section.

Some potential problems have arisen with grant funding in the past. Therefore, to increase the likelihood that your facility will be built in a timely manner, you must also include the HHW Facility Description Profile (Attachment).

You must have identified the site for the facility before submitting the application. A change of location could cause extensive additional planning and could cause the delay of the project.

1. Jurisdictions that plan to establish permanent facilities on private property must prove a long-standing working relationship with the company or private landowner. Proof of a long term continued commitment to sponsor or co-sponsor the facility with the jurisdiction is required as is a commitment to continue operation consistent with the

purposes for which the CIWMB approved this application. The company/private landowner must provide assurances that it will enter into a legally binding long-term agreement that will require the facility be operated with an emphasis on promoting the public interest similar to the activity described in this grant application, throughout the life of the facility.

2. Jurisdictions must describe the land use and permitting obstacles that they have faced or will face. You must discuss these issues in the Work Plan

Note: Failure to fully address the above criteria will result in fewer points and a less competitive application.

OR

HHW facility expansion to accommodate Electronic Waste (E-Waste), Universal Waste Electronic Devices (UWED) & Universal Waste (U-Waste) (8 Points);

The applicant proposes to expand an HHW facility to ensure adequate capacity for E-Waste, UWED, and U-Waste. With the exemption from hazardous waste management and disposal requirements for household generated universal waste expiring on February 9, 2006, local programs need additional resources to expand their facilities to accommodate the increasing space needed for these waste streams as well as the legacy waste. You must address the following:

- ◆ Facility has been sized for container management of materials that could be bulked or consolidated for transportation off-site.
- ◆ Facility has space demands for collection of E-Waste, U -Waste and UWED, as well as their preparation for transport.
- ◆ Include the HHW Facility Description Profile (Attachment 7).

OR

Targeted U-Waste Programs (8 points)

The applicant proposes to create innovative approaches to new programs that will respond to increased volumes of U-waste materials. Exemptions from hazardous waste management and disposal requirements for household generated universal waste expire February 9, 2006. The applicant should be able to demonstrate an ability to “get the word out” in communicating changes in local disposal options and special handling to facilitate collection in a safe and cost effective manner.

You must address the following:

- ◆ Ability to formulate innovative approaches for varying local conditions
- ◆ Past projects involving public-private partnerships such as mercury thermometer exchange for digital replacements.
- ◆ Ability to create universal waste educational materials to communicate changes in local disposal options & special handling.

Note: To receive points for this section, all you need is a half page summary of your project. More detail should be included in the Need and Work Plan sections.

AND / OR

Preference for Recycled Paint Certification System (20 points)

California is an active member of the Product Stewardship Institute (PSI) and has set aside \$200,000 for one project to develop a Recycled Paint Certification System. The Recycled Paint Certification System is one of eleven prioritized by the National Paint Product Stewardship Initiative. Depending upon the final ranking of scores, it would be possible for one applicant to receive two grant awards (for two different grant projects) for this cycle ONLY IF one of the projects was Recycled Paint Certification.

In collaboration with PSI and the National Paint Dialogue Markets Work Group (Work Group), the applicant and its sub-contractors will develop:

- ◆ A "Seal of approval" of recycled latex paint of the performance and environmental content in collaboration with nationally recognized certification organizations; and,
- ◆ Performance standards, testing protocols and a certification system.

Depending upon the final ranking of scores, it would be possible for one applicant to receive two grant awards (for two different grant projects) for HD14 grant cycle ONLY IF one of the projects was for the Recycled Paint Certification Project.

Note: To receive points for this section, all you need is a half-page summary of your project. More detail should be included in the Need and Work Plan sections. Tasks that must be included are detailed in a Sample Work Plan (Attachment 3-B). As one of the key tasks is collaboration with PSI and Work Group, you should contact PSI consultant.

SECTION 2: NEED -- 20 Points

(4-6 pages)

This section represents 20% of the total available points for the application, so it is a critical section and provides the foundation upon which your project is based.

Some issues you should address are presented below as questions. Keep in mind that responding to just these questions may not reveal all that is necessary for a competitive application.

What are the gaps in existing programs to properly manage HHW in the proposed service area? (6 points)

How much HHW per capita did you collect last year?

- ◆ What is the extent of the HHW service currently provided to your residents?
- ◆ What services do you need to fill those gaps in your programs?
- ◆ Did you document the gaps with local population statistics, surveys, and other research or data?
- ◆ What public outreach and/or education efforts have been previously directed to this group? Did this outreach result in increased HHW collection? What did you learn from these efforts that has influenced the design of your proposed program?
- ◆ Are there health and safety and environmental incidents concerns that support the need for this program?
- ◆ What will be the consequences if the proposal is not funded?

Have you identified the target population or geographic area to be served by this project? (4 points)

- ◆ What is the population of the residents you wish to serve through the proposed application? How many more residents does this represent than the current program you provide?
- ◆ Who are the residents and what is the rationale for serving this particular population compared to others?
- ◆ Include a **map** of the service area that pinpoints the locations of all current facilities (within the last year for temporary events) that your residents can utilize. Include where the proposed facility(ies)/events will be. The map must include all facilities in the service area that your residents can currently use, even if your jurisdiction(s) is not sponsoring those events/facilities.

Have you presented a narrative and data supporting the focus and scope of the proposed project for HHW management in the proposed service area? (5 points)

- ◆ What are you proposing in this grant application to fill the identified gaps in the existing program?
- ◆ Are supplied statistics, surveys or other data relevant to the program(s) you are proposing (does it have any meaning)?
- ◆ What lessons were learned as you developed your current and/or past programs that provide a justification for your approach in this grant application?
- ◆ What insights are provided from surveys conducted and/or evaluations made that will apply to this project?
- ◆ Why should your project be funded (e.g., benefits, end products, problems to be resolved, etc.)?

Have you described the barriers in existing programs that prevent the targeted population from properly managing HHW? (5 points)

- ◆ Are barriers to participation outlined in existing programs?
- ◆ Have you documented barriers to existing programs with a survey(s) and/or other research data?
- ◆ Does proposed program address barriers?

TIPS FOR THE NEED:

Speculation regarding need and/or barriers will not be scored highly. Use data! Your application should demonstrate not only that the proposal is based on need, but that your need is compelling.

Provide local, pertinent data focused on your jurisdiction's concerns.

Types of local demographic studies/statistics that might be useful include: percentage of total population targeted; ethnicity; age distribution; median household income; number of single family homes and multiple family housing units; size and ethnicity of immigrant populations; etc. The websites contain the latest population statistics and other demographic information.

SECTION 3: GOALS AND OBJECTIVES -- 8 points (1-2 pages)

This section provides the structural framework or foundation for the development of activities in the Work Plan and should clearly describe what you wish to accomplish with Grant funding. It should link directly with both the Needs Section and the Work Plan.

- ◆ Goals are broad, yet feasible and attainable
- ◆ Objectives quantify your goals and include activities that will allow you to achieve your goals.
- ◆ Baseline information refers to what you have achieved to date.

What are the goals of your project? (4 points)

- ◆ What are the outcome goals relative to baseline information?
- ◆ Are the goals reasonable, realistic, and achievable?
- ◆ What do you want to do and how do you plan to implement the program?
- ◆ How does this relate to the identified need?

EXAMPLE: Outcome Goals

Goal: Increase HHW collected from immigrant residents in service area by 10%.

Goal: Distribute and collect Sharps containers through permanent HHW collection facility to decrease improper disposal of sharps.

What are the measurable process and outcome goals that will be conducted? (4 points)

- ◆ Are the identified problems being addressed?
- ◆ What activities will be conducted to meet the goals?
- ◆ How do the goals relate to the needs of your target audience?
- ◆ How will you track the progress of the project?
- ◆ How much (estimated increased amount or gallons of HHW) will be collected with each activity in a specified time period?
- ◆ Have you determined the current level of activity so that the impact of the proposed program can be measured?
- ◆ To whom will each activity be directed?
- ◆ Given the needs of the target population, are the objectives reasonable and significant?
- ◆ Do the activities and objectives relate to the need?

EXAMPLE: Process Goals

Increase the collection of recyclable HHW by 40% within one year of constructing Recycle-Only facility at transfer station.

Activity 1. Prepare site plan.

Activity 2. Review and update environmental documents.

Activity 3. Prepare construction contract and go out to bid.

Activity 4. Award contract.

Activity 5. Construct pad, order Hazmat Storage Unit.

Activity 6. Etc.

TIPS FOR GOALS:

Be realistic about what can be accomplished within the term of the grant. If a grant proposal is too optimistic, a portion of the project may be unfinished at the end of the

grant term resulting in unspent funds. This may also adversely affect future grant proposals.

SECTION 4: WORK PLAN -- 16 points (3-7 pages text)

Provide a specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project.

- ◆ Work Plan – see Sample in Attachment 3-A or 3-B.
- ◆ Recycled Paint Certification Project.
- ◆ Narrative – Supplement the Work Plan providing a discussion of why activities were selected to address the need and how they will do so.

Does the Work Plan demonstrate that the activities can overcome identified barriers, fill gaps in services and/or address identified problems? (4 points)

- ◆ Do the activities overcome the barriers identified that inhibit individuals from proper disposal of HHW?
- ◆ Do all activities fall within the grant time frame? Are times realistic?
- ◆ Can the project be implemented in approximately 30 months?
- ◆ Does each activity relate directly to the goals and need?
- ◆ Are evaluation tasks included?
- ◆ Who will be responsible for each activity in the Work Plan?

EXAMPLE: List activities under the respective goals they apply to.

GOAL1: Increase immigrant residential HHW collection by 10%.

- ◆ Activity A: Determine the size, ethnicity, and concentration of immigrant population to determine HHW collection needs (describe how, when and where you will conduct a survey, how many surveys you plan to collect, and how data will be utilized to shape future outreach and collection activities);
- ◆ Activity B: Construct temporary HHW collection events adjacent to three community meeting halls to provide convenient locations for immigrants to drop off HHW (describe facility type, why location was chosen, construction time frame, projected hours of operation matched to needs of residents and staffing);
- ◆ Activity C: During temporary events, advertise permanent collection facility location and hours of operation to immigrant populations. (Describe who will design advertisements, what form ads will be in (i.e., flyer, etc., and, how and by whom they will be distributed at the temporary events.)

Are the activities and tasks delineated in the Work Plan well thought through as well as achievable within the time frame of the grant and available resources? (4 points)

- ◆ Though traditional publicity and education activities can be effective in raising public awareness or providing information, their ability to foster actual behavior change is limited. Since the success of HHW programs depends upon people adopting sustained HHW recycling behavior, the Board encourages applicants to utilize alternative “behavior-oriented” marketing approaches when promoting HHW collection and recycling events and programs to the public.

- ◆ Community Based Social Marketing (CBSM) (www.cbsm.com) consists of: conducting research to determine public perception of the barriers and benefits to a desired behavior; selecting and pilot-testing a particular intervention strategy to overcome the barriers to that behavior; and evaluating the degree of behavior change following implementation of the intervention strategy. CBSM strategies motivate people to adopt sustainable environmental behaviors more effectively than conventional marketing methods, with the thought that they are carried out at the community level and involve direct contact with people. Research indicates that we are most likely to change behavior in response to direct appeals or social support from others. CBSM strategies include soliciting personal commitment pledges that transform good intentions into action, using prompts to remind people to act sustainably and creating neighborhood behavioral norms to provide peer pressure for behavior change.

If you are not including CBSM elements in this proposal, please explain why not. Points will be deducted for a traditional marketing approach if it is not sufficiently justified.

Do your proposed activities build upon lessons learned through previous pilot projects or programs (local, regional, statewide or other)? (4 points)

- ◆ Have you considered conducting a pilot program before you the launch the entire program? If so, what variables will be tested and applied to the design of your HD14 program?
- ◆ Your project activities can build on a program experience that is not your own.
- ◆ However, if you are using someone else’s model you must indicate that you have thoroughly reviewed and evaluated at least one other program’s experience. And show how it is replicable in your jurisdiction. Was the model you propose to replicate used in a program and target population that mirror’s your own?

Do you have the strategy to fund and/or continue the project after the grant term is completed? (4 points)

- ◆ How will the project or program be funded after HD14 funds are expended?
- ◆ Identify a committed funding source, and not a source that may be available.
- ◆ What is the commitment from the identified funding source(s)?

Example: Consider coordinating your project/program with other organizations that have a vested interest in the project, such as ethnic outreach organizations, non-profit groups, boating associations, marinas, farm bureaus, etc. These groups may contribute program labor and materials and/or provide an insight regarding the best way to reach your target audience. Benefiting from their experience may assist you in modifying and improving your proposal. These groups should be committed to contributing program labor and materials once the project is underway.

TIPS FOR THE WORK PLAN:

Activities must address each goal and must flow directly from need and/or barriers identified. It should also specify evaluation steps detailed in the following evaluation criteria.

- ◆ *Specify which staff person (abbreviate title or include name) or contractor that will be responsible for each activity.*

- ◆ *Coordination and communication helps to prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them. Check out the Clearinghouse and other information on the CIWMB website.*
- ◆ *Grant funds can be used for a pilot project that forms the basis for the overall program. Pilots should be completed early enough in the term of the Grant Agreement to facilitate the rollout of a larger initiative.*

SECTION 5: EVALUATION -- 8 points (1-2 pages)

Evaluation can be a weak component of many proposals. While evaluation takes time and resources, it is a required activity. Evaluation documents program success and effectiveness. A CIWMB goal is to incorporate lessons learned from each grant into subsequent programs.

What are the methods, including statistical tests or questionnaires, for process and outcome evaluation that measure goal achievement and address HHW waste stream data collection? (4 points)

- ◆ What data will be collected to measure achievement of outcome and process goals and how will it be analyzed?
- ◆ How will evaluation data be collected?
- ◆ Who will be responsible for conducting the evaluation and what are their titles and qualifications?
- ◆ Who will collect and analyze the data?
- ◆ What evaluation challenges are you likely to face and how will they be addressed?
- ◆ Have you identified the strategies, milestones, and tools that you will use to monitor the ongoing project?
- ◆ Describe how you will evaluate and measure the achievement of your goals at the conclusion of your project.

Examples include:

Track pounds of HHW collected and participation rate at events and/or facilities;

- ◆ Compile and analyze data from surveys conducted at collection events;
- ◆ Record HHW tonnage from trucks that haul collected HHW, etc;
- ◆ Record cost reductions and labor hours reduced for different program elements.

What methods will be used to evaluate and modify the project during its implementation? (4 points)

- ◆ What are potential challenges that you may face during the implementation of the grant and what are your plans for dealing with them?
- ◆ How will interim evaluation reports be produced and explain their use?
- ◆ How will you adjust process goals during project implementation when the process needs to be changed?

- ◆ How will the criteria for program success or behavior change be linked to data collected?

TIPS FOR EVALUATION:

Project evaluation should be ongoing throughout the grant term, not just at the end of the grant term. Continuous evaluation identifies problems and concerns during the course of the grant so adjustments can be made as needed.

To assist you in your evaluation efforts, refer to the CIWMB's Publication "Grant Management, Success With The Used Oil Recycling Program" guidebook. If you do not have a hard copy, you can request one from your CIWMB Grant Manager. The guidebook can also be found on the Board's website.

SECTION 6: BUDGET -- 11 points (1-2 pages text)

For Budget Itemization - see the sample in Attachment 4. For the Narrative – address the questions below in one to two pages.

Is an itemized cost breakdown associated with each activity, task or subtask included? (5 points)

- ◆ Have you included all costs associated with all tasks outlined in your narrative and Work Plan?
- ◆ Have you used only the budget categories that are specified in the application instructions?
- ◆ Are any costs ineligible for HD14 grant funding?
- ◆ Did you describe the specific type of equipment or supplies to be purchased, such as "safety clothes/gloves?"
- ◆ Are supporting documents numbered and arranged in the same order as listed in the expenditure itemization?
- ◆ If a quote lists multiple items, are items applicable to the proposed project highlighted?

Is your proposal cost effective? (4 points)

- ◆ Are the costs of the activities/tasks reasonable?
- ◆ Did you describe what measures you have utilized to minimize costs?
- ◆ Are the costs per pound of HHW collected or cost square foot reasonable?
- ◆ Services, recycling options, use of existing promotional materials, etc?
- ◆ Have you kept the budget items for managerial, contingency or miscellaneous costs to a minimum?

Does your proposal include cost saving examples: (2 points)

- ◆ Have you described any mechanisms that will be utilized to make the proposed program as cost-effective as possible, including the resources, staff and equipment that will be covered by the applicant or cooperating organizations?
- ◆ Derived from volunteers
- ◆ In-kind services
- ◆ Recycling options
- ◆ Use of existing promotional materials, etc?

TIPS FOR BUDGET:

Attachment 4 is an example of how a budget should be itemized. Remember, this may not apply directly to your program, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar. Items less than fifty cents should be rounded down and those at fifty cents or more should be rounded up.

If initial overhead or indirect rate exceeds ten percent (10%), double check to see if certain costs can be readily itemized to a particular project or activity and whether they are necessary for the operation of the organization and the performance of the program.

Time spent by a manager or supervisor performing an activity directly related to the execution of the grant (not supervision), such as chairing regional meetings, speaking at events, drafting program materials, etc., is a direct cost and should be charged to the appropriate activity. Any such activity must be clearly supported by appropriate documentation.

Justify and explain all non-specific costs such as overhead. Cost savings may not be applicable for every proposed budget, but should be addressed in some manner, even if just to explain why costs can not be trimmed.

Make sure your overhead and indirect costs are supported by a Cost Allocation Plan approved by an appropriate Supervisor/Manager in your agency. It must identify program elements included in the overhead/indirect cost calculation and be documented with sufficient proof to support the development of the Cost Allocation Plan. For example:

Total department indirect cost divided by total department direct cost base equals indirect cost rate.

SECTION 7: REQUIRED DOCUMENTS, LETTERS OF SUPPORT, EXPERIENCE, ETC. -- 7 points (one-half to one page)

Are all required forms, documentation, Attachments and Map included? Are they all signed and boxes checked as appropriate? (3 points)

- ◆ Application Cover Sheet—signed and check box marked for environmental justice considerations – See Attachment 1

- ◆ Resolution and/or Letter of Authorization (if applicable) – See Attachment 2-A, 2-B and 2-C
- ◆ Work Plan – See Attachment 3-A and 3-B
- ◆ Budget Itemization - See Attachment 4
- ◆ Summary of Previous Used Oil and HHW Grants – See Attachment 5
- ◆ Environmentally Preferable Practices Evaluation Sheet – See Attachment 6
- ◆ HHW Facility Description Profile (for facilities only) – See Attachment 7

Are Appropriate Letters of Support Included? (2 points)

- ◆ Do the letters of support (from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project) demonstrate support for the project and need for the services?
- ◆ Have letters from organizations that are cooperating organizations mentioned in the Work Plan been included to demonstrate their support and level of involvement?
- ◆ Are specific activities cited in the Work Plan referenced in the letter(s)?

Is there Evidence of Experience and Ability to Coordinate Activities? (2 points)

- ◆ Are staff and/or contractor’s technical qualifications sufficient to effectively complete each phase of the project described? (Include a summary of relevant experience. Resumes are NOT needed or required.)
- ◆ Is there evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants?

TIPS FOR LETTER OF SUPPORT:

Be sure to attach letters of support directly to your application. If they are sent to CIWMB Board Members, they may not be forwarded to the review team when evaluating your proposal. You may choose to “cc” the Board Members.

We encourage you to include letters that demonstrate need for your program.

SECTION 8: EVIDENCE OF AN ENVIRONMENTALLY PREFERABLE PURCHASING POLICY -- (10 points)

Complete the Environmentally Preferable Practices (EPP) Evaluation Sheet [Attachment(s)]

- ◆ Policy is in place or has been adopted during the application period by the applicant, or its governing body. **(3 points)**
- ◆ Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year. **(3 points)**
- ◆ Applicant, or its governing body, can provide evidence of sustainable business practices within the past year. **(2 points)**
- ◆ Applicant, or its governing body, proposes to evaluate their RCP purchasing policy annually. Evaluation should address the positive and negative features, including a plan to increase the percentage of RCP. **(2 points)**

TIPS FOR ENVIRONMENTALLY PREFERABLE PURCHASING POLICY:

The policy, as well as your purchasing policies and business practices, provide evidence of your jurisdiction's commitment to "closing the loop" and represents a pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate. A sample policy can be found for your reference, but you are not required to submit your policy for review.

If your jurisdiction has been reluctant to adopt such a policy, now is the time! This section accounts for a significant number of points. A policy that has been adopted during the application period meets this requirement.

IV. GRANT ADMINISTRATION

The requirements for properly administering this grant will be fully set forth in the *Terms and Conditions* (Exhibit A) and the *Procedures and Requirements* (Exhibit B) of your Grant Agreement. As a courtesy, these Exhibits are provided in draft form as part of this application package. It is advisable for **both the program and financial staff** of your jurisdiction to review these documents **BEFORE** submitting the grant application.

Please note: These documents are subject to change without notice prior to the grant award.

- ◆ Exhibit A: Draft Terms and Conditions
- ◆ Exhibit B: Draft Procedures and Requirements

V. ATTACHMENTS

- ◆ Attachment 1 Cover Sheet Format
- ◆ Attachment 2-A, B & C Sample Resolution or Letter of Authorization (if applicable)
- ◆ Attachment 3-A & B Sample Work Plan (General) or Work Plan (Paint Project)
- ◆ Attachment 4 Sample Budget
- ◆ Attachment 5 Sample Summary of Previous Used Oil and HHW Grants
- ◆ Attachment 6 Environmentally Preferable Practices Evaluation Sheet
- ◆ Attachment 7 HHW Facility Description Profile (for facilities only)
- ◆ Attachment 8 Scoring Criteria

Household Hazardous Waste Grant (14th Cycle) 2005-06

APPLICATION COVER SHEET

Applicant:	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):

Phone:	Fax:
Email Address:	

Signature Authority (Name & Title):

Phone:	Fax:
Email Address:	

Consultant if applicable (Name & Title):

Phone:	Fax:	Email Address:
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Brief Description of Project (Proposed Project shall remain consistent with the jurisdictions adopted Household Hazardous Waste Element)

Total Grant Request: \$ _____

Meets Program Criteria: (Check those that apply)

<input type="checkbox"/> Rural	<input type="checkbox"/> Small City	<input type="checkbox"/> Underserved: _____	<input type="checkbox"/> Multi-Jurisdictional
<input type="checkbox"/> Permanent Facility	<input type="checkbox"/> Facility Expansion for U or E Waste	<input type="checkbox"/> U Waste Program	<input type="checkbox"/> Paint Project

Certification: I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Signature of person as authorized in the resolution: _____ Date: _____

Type or print name and title: _____

_____ - (Check the box and initial.) Applicant certifies that if awarded a grant it shall in the performance of the Grant Agreement conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant

This is name of the Applicant submitting the proposal (e.g. City of Anaheim, or Santa Clara County, etc.).

Department or Agency

List specific department or agency (e.g., Department of Public Works Agency, Fire Department, or Environmental Management Department).

Regional Participants

List jurisdictions participating in a regional application. Regional, Co-Operative, and/or Joint Powers Authority (JPA) participants must expressly authorize participation through the lead jurisdiction in one of three ways:

- 1) an authorization letter signed by an agency representative with decision-making program authority for the participating jurisdiction, who is authorized to execute such documents on behalf of the jurisdiction; OR
- 2) an approved resolution from the governing authority; OR
- 3) a Memorandum of Understanding (MOU).

Please note: These documents must specifically name the regional lead as applicant and grant administrator, and be specific to the HD14 Grant. Documents must have current dates. Blanket authorizations are not acceptable in any of these documents. See Application, Section III, Multi-jurisdictional HHW Programs.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual (e.g., Recycling Analyst, Environmental Technician, Solid Waste Engineer, etc.). **The Primary Contact must be a local government employee.** (Note: If the applicant is from a JPA, the Primary Contact must be an employee of the JPA involved in solid and/or hazardous waste management.)

Signature Authority

The Signature Authority is authorized and empowered, pursuant to resolution, to execute in the name of the applicant all grant-related documents (e.g., application, Grant Agreement, Payment Requests, and amendments) to implement the Grant. The authorizing resolution should include the job title of the Signature Authority. **The Signature Authority must be a local government employee** (except if the Signature Authority is an employee of an applicant-JPA involved in solid and/or HHW management).

If expressly authorized in the resolution, a Signature Authority may designate, by job title, another person to sign on his/her behalf, upon submission of a letter to the CIWMB, signed by the Signature Authority. **Without resolution authorization and a signed letter from the Signature Authority, only the Signature Authority will be authorized to sign grant-related documents.**

Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public. The Project shall be consistent with the current **Household Hazardous Waste Element (HHWE)** as described in the jurisdiction's most current HHWE. Please see Title 14, California Code of Regulations, sections 18750 et seq.

Total Grant Request

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Certification: Sign, date, check, and initial.

SAMPLE RESOLUTION

This sample is provided for guidance purposes only. Consult your attorney.

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, Statutes of 1993, Chapter 656) which provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for administering the Local Government Household Hazardous Waste Grant which includes procedures governing the application by and payment to eligible cities and counties; and

WHEREAS, if awarded, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of said grant;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (Title of Governing Body) authorizes the submittal of a grant application to the California Integrated Waste Management Board for a Local Government Household Hazardous Waste Grant – FY 2005/06.

BE IT FURTHER RESOLVED that the _____ (Title of Official), or his/her designee is hereby authorized and empowered to execute in the name of the _____ (Name of Jurisdiction) all grant documents necessary to secure grant funds and implement the approved grant project.

The foregoing resolution was passed by the _____ (Title of Governing Body) this _____ day of _____, 20__.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording appropriate for the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program

NOW, THEREFORE, BE IT RESOLVED, that the _____ (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of itself and the participating cities and counties to the California Integrated Waste Management Board for a Local Government Household Hazardous Waste Grant, FY 2005/06.

BE IT FURTHER RESOLOVED that the _____ (Job Title of Official for Lead Jurisdiction) of the _____ (Name of Lead Jurisdiction), or his/her designee, is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

Participant in a Regional Program –

NOW, THEREFORE, BE IT RESOLVED that the _____ (Name of Participating Jurisdiction) authorizes the _____ (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Local Government Household Hazardous Waste Grant-FY 2005/06 on its behalf. The _____ (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

**SAMPLE RESOLUTION FOR BOTH
USED OIL AND HHW GRANTS**

This sample is provided for guidance purposes only. Consult your attorney.

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act which provides grant funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, Statues of 1993, Chapter 656) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for administering these grant programs which includes procedures governing the application by and payment to eligible cities and counties; and

WHEREAS, if awarded a grant, the applicant will enter into a Grant Agreement with the California Integrated Waste Management Board for implementation of said grants;

NOW, THEREFORE, BE IT RESOLVED that the _____ (Title of Governing Body) authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants for the period of _____ (Indicate Time Period; not to extend beyond FY 2008/2009)

BE IT FURTHER RESOLVED THAT The _____ (Title of Official), or his/her designee, is hereby authorized and empowered to execute in the name of the _____ (Name of Jurisdiction) all grant documents necessary to secure grant funds and implement the approved grant project.

The foregoing resolution was passed by the _____ (Title of Governing Body) this day of _____, 20_____.

ATTEST:

Signed: _____ Dated: _____

**SAMPLE LETTER OF AUTHORIZATION FOR
PARTICIPATING JURISDICTIONS IN A REGIONAL GRANT APPLICATION**

Dear CIWMB:

The (Name of participating jurisdiction) authorizes (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Household Hazardous Waste Grant, Fiscal Year 2005-2006 on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

Sincerely,

City Manager/County Administrator

SAMPLE WORK PLAN

See reverse for a completed sample format

INSTRUCTIONS FOR COMPLETING THE WORK PLAN

The Work Plan must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, budget category (see below) and the date the Work Plan was written in the appropriate spaces. Use a new Work Plan form for each budget category.

BUDGET CATEGORIES

Permanent Collection Facilities: *Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.*

Temporary or Mobile Collection: *Costs for one day, intermittent events, or mobile collection (other than residential collection) of HHW.*

Residential Collection: *Costs to establish, continue, or expand curbside or door-to-door collection of HHW.*

Publicity and Education: *Costs for the development, printing, and distribution of HHW publicity or educational materials that promote HHW collection opportunities.*

Load Checking: *Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.*

Personnel/Other: *All personnel costs and any other eligible expenditure that cannot be assigned to another category.*

2. In the left column, list the major tasks for your project. In the next column, number and describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name) will be the lead for that activity. (Be sure to describe the experience of each staff member or consultant referenced in the work plan in *Section 7: Letters of Support and Experience* of your application narrative.) In the final column, note the beginning and end date for each activity.
3. The Work Plan narrative section of your application should provide additional detail to explain the tasks and activities.

SAMPLE

SAMPLE RECYCLED PAINT CERTIFICATION PROJECT WORK PLAN

See reverse for sample format

INSTRUCTIONS FOR COMPLETING THE WORK PLAN

Distinct from other projects in this grant cycle, the Recycled Paint Certification Project has a predetermined set of Tasks that have been developed in collaboration with the Product Stewardship Institute's National Paint Dialogue and is one of eleven projects being piloted nationally. The Work Plan must list all activities described in the project narrative that are necessary to complete the proposed project. Please follow the format presented in the sample on the back of this page.

1. Fill in the applicant name, collaborating partner organizations or contractors and the date the work plan was written in the appropriate spaces at the top of the work plan form.
2. In the left column, re-state the tasks noted below. You may ADD tasks to the list, but you cannot subtract any of the required tasks.

REQUIRED TASKS

- A. Coordinate with National Paint Dialogue Markets Workgroup (Workgroup), Product Stewardship Institute, and recycled paint manufacturers. Participate in monthly conference call.
- B. Analyze strengths and weaknesses of the following organizations that might develop performance-based standards for recycled latex paint: ASTM, Master Painters Institute, and Scientific Certification Systems.
- C. Establish a collaborative process to select (and contract with) one of the organizations listed above and Green Seal to develop appropriate performance and environmental standards, testing protocols, and certification process for recycled latex paint.
- D. Circulate proposed standards and certification process to interested parties for review and comment.
- E. Develop final recommendation to Workgroup and Special Waste Division of CIWMB for approval of standards and certification process.

3. In the second column from the left, number and describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name) will be the lead for that activity. (Be sure to describe the experience of each staff member or consultant referenced in the Work Plan in *Section 7: Letters of Support and Experience* of your application narrative.) In the fourth column, state the corresponding budget category. (For this project, the relevant budget categories are: Personnel/Other, Research, and perhaps Publicity & Education.) In the final column, note the beginning and end date for each activity.
4. The Work Plan narrative section of your application should provide additional detail to explain the tasks and activities.

SAMPLE

Applicant: Green County

Date: April 1, 2005

Collaborating Partner Organizations: Contractors: PSI, Green Seal, Monet Consulting

Task	Description of Activity(s) to Accomplish Task	Staff or Contractor	Budget Category	Time Period
<p>A. Coordination with PSI, NPDM Workgroup and manufacturers.</p> <p>B. Analyze Certification Organizations</p> <p>C. Develop Performance and Environmental Standards & Certification Process</p> <p>D. Review standards & certification process</p> <p>E. Submit Final Recommendation for standards & process</p>	<ol style="list-style-type: none"> 1. Participate in monthly conference calls 2. Submit drafts for review. 	<p>Anrold</p>	<p>Personnel</p>	<p>Ongoing</p>

DRAFT: SAMPLE BUDGET

Permanent Collection Facilities

Design & Construct 60' X 100' Concrete Pad*	\$ 15,000.00
Design & Construct Asphalt driveway*	\$ 2,500.00
Purchase and install gate around facility*	\$ 1,000.00
Storage unit for drums, safety equipment, and containers*	\$ 4,500.00
Security Lighting*	\$ 500.00
Facility Signage*	\$ 400.00
10 Tyvek suits @ \$4 ea. *	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *	\$ 185.00
20 bags absorbent @ \$27 bag *	\$ 540.00
Recycling Coordinator 150 hours @ \$46.60/hour (permanent collection facility)	<u>\$ 6,990.00</u>
TOTAL Permanent Collection Facilities	\$ 31,655.00

Publicity and Education

Banner for display on Main Street 2.5' x 30' *	\$ 350.00
Newspaper ads 12 @ \$125 ea. *	\$ 1,500.00
Utility Bill Insert 92,000 @ 12¢ ea. *	\$ 11,040.00
Recycling Coordinator 10 hours @ \$46.60/hour (publicity and education)	<u>\$466.00</u>
TOTAL Education and Publicity	\$ 13,356.00

Personnel/Other Costs

Travel: Out of State (Attend Paint Conference/Meetings)	\$2,000.00
Travel: In State (Attend HHWIEs)	\$400.00
Recycling Coordinator 90 hours @ \$46.60/hour (general grant administration)	<u>\$ 4,194.00</u>
TOTAL Other Costs	\$ 6,594.00

TOTAL GRANT REQUEST **\$ 51,605.00**

*Copies of bids/estimates attached

GRANTS SUMMARY WORKSHEET

List the following information based on the previous grants that CIWMB has awarded to your organization:

Grantee	Agreement Number	Grant Award \$	Granting CIWMB Program and Brief Project Description	% of Project Completed

See reverse for completion instructions

INSTRUCTIONS FOR COMPLETING THE GRANTS SUMMARY WORKSHEET

List all CIWMB grants received by the applicant and/or participating organizations or entities received between 1996 and the present.

1. Grantee: Enter the name of the organization that received the grant.
2. Agreement Number: List the agreement number for the grant. For example: CIWMB Household Hazardous Waste Grant agreement numbers begin with HD11, HD12, & HD13.
3. Grant Award \$: List the amount approved, not the amount requested.
4. Granting CIWMB Program and Brief Project Description: CIWMB awarding program and give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

Grantee	Agreement Number	Grant Award \$	Granting CIWMB Program and Brief Project Description	% of Project Completed
<i>NOR CAL City</i>	<i>HD11-99-237-07</i>	<i>\$150,000</i>	<i>CIWMB Household Hazardous Waste Grant . Established U-Waste Program at Permanent HHW Facility.</i>	<i>55%</i>
<i>SO CAL City</i>	<i>HD12-00-999-19</i>	<i>\$ 200,000</i>	<i>CIWMB Household Hazardous Waste Grant. Established Permanent HHW facility.</i>	<i>95%</i>

SAMPLE

Household Hazardous Waste Grant (14th Cycle) FY 2005/2006

Environmentally Preferable Practices Evaluation Sheet (10 Possible Points)

Instructions: Please complete this evaluation sheet. To increase environmentally preferable product purchasing and practices, CIWMB includes recycled content purchasing points in their grant scoring criteria.

Name of Applicant: _____

Policy for Environmentally Preferable Practices

Points Possible (3)

Has your governing body adopted a **policy**?

No Yes if yes, date adopted: _____ By: _____ (governing body, executive officer)

Environmentally Preferable Purchases

Points Possible (3)

Check the recycled-content or other environmentally preferable products you have purchased within the past year. Each "check" is worth ½ point.

- | | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Re-refined oil - lubricating oils for motors and engines | <input type="checkbox"/> Steel - fencing, power tools, automobiles, furniture | <input type="checkbox"/> Water based cleaning solutions for printers and equipment |
| <input type="checkbox"/> Latex paint, graffiti abatement, interior and exterior paint | <input type="checkbox"/> Tire-derived - flooring, mats, playground and track surfaces | <input type="checkbox"/> Less toxic chemicals, pesticides, and cleaners |
| <input type="checkbox"/> Retread tires -passenger, truck, bus, trailer, equipment tires | <input type="checkbox"/> Solvents - for cleaning heavy equipment, printers, and parts | <input type="checkbox"/> Low/no VOC (volatile organic compound) products |
| <input type="checkbox"/> Glass - windows, fiberglass insulation, beakers | <input type="checkbox"/> Paper – copy paper, brochures, flyers, educational materials | <input type="checkbox"/> Low energy use – lights, appliances, and equipment |
| <input type="checkbox"/> Paper products (janitorial supplies), boxes, ceiling tiles | <input type="checkbox"/> Compost/mulch – landscaping materials, erosion control | <input type="checkbox"/> Water efficient products |
| <input type="checkbox"/> Plastic - lumber, carpet, signs, promotional items | <input type="checkbox"/> Less polluting equipment, vehicle, and machinery | <input type="checkbox"/> Other, please list: _____
(innovative examples on backside) |

Environmentally Preferable Practices

Points Possible (2)

Check the environmentally preferable practices you have performed within the past year that result in resource conservation and/or efficiency. Each "check" is worth ½ point.

- | | | |
|---------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Integrated pest management | <input type="checkbox"/> Renewable energy | <input type="checkbox"/> Water-efficiency |
| <input type="checkbox"/> Grasscycling | <input type="checkbox"/> Energy efficiency | <input type="checkbox"/> Other, please list _____
(innovative examples on backside) |
| <input type="checkbox"/> Composting/mulching | <input type="checkbox"/> Sustainable construction | |
| <input type="checkbox"/> Operations and maintenance, xeriscaping, natural fertilizers | <input type="checkbox"/> Demolition debris recycling | |

Anticipated changes to your policy, purchasing or practices

Points Possible (2)

Whether or not your jurisdiction has an adopted policy, please evaluate your current efforts and describe how they will be improved in the coming year. Attach additional sheets if necessary.

Positive Aspects:

Negative Aspects:

Planned Changes to Policy or Practices:

Print Name: _____ **Date:** _____

Must be signed by person authorized in the grant application resolution

Environmentally Preferable Practices: An Overview

Purchasing recycled-content and other environmentally preferable products (EPP) creates markets for the materials that state and local governments divert in complying with Assembly Bills 939 and 75. If these diversion efforts are to be successful, adequate markets must exist for the diverted material. It is arguable that no better market development tool exists than purchasing EPPs that contain diverted materials.

In addition, environmentally preferable product purchasing and practices reduces the amount of waste being generated in the first place, reduces natural resources consumption, saves water, energy, and landfill space, and improves air quality. To help ensure a healthy environment through healthy markets for EPPs, at the June 18-19, 2002 meeting the Board approved revisions to the Grant Scoring Criteria to reflect “Evidence of a Recycled-Content Purchasing Policy or Directive” in competitive grant applications.

Innovative Approaches

Thousands of EPPs and practices can be purchased and/or implemented. Environmentally preferable products and practices have less environmental impacts than standard products and practices. The possibilities are endless. By allowing applicants to receive points for innovative purchases and practices, we can learn from one another. Here are some innovative approaches that governments, businesses, and households are implementing.

- Require staff to rent alternative fueled vehicles when traveling
- Require that 10% of their fleet be electric vehicles
- Local area networks
- Waterless urinals
- Closed offices on Fridays
- Telecommuting
- Require staff to stay at Green Lodging Facilities

Relevant Public Contract Code Sections

Public Contract Code (PCC) 12210: All local and state public agencies shall purchase recycled products instead of non-recycled products, so long as price, quality, and availability are comparable.

PCC 12205: On and after January 1, 2000 at least fifty percent (50%) of State purchases are required to be recycled products.

PCC 12213: All public agencies shall require the bidder to certify the amount of recycled material in all products. No product manufactured with postconsumer or secondary material shall be discriminated against for reason other than function. Recycled-content products are to be preferred over non-recycled-content products.

HHW Facility Description Profile (SAMPLE)

**Attachment 7
County: Verde**

1) Physical Description	Fenced storage units on a concrete slab. Storage units include a 40' x 10' hazmat unit, 9' x 8' auxiliary unit, 1000-gallon waste oil tank, and cardboard and trash bins
Size of facility (footprint/square ft)	60' x 40' (total footprint)/2400 sq ft
Type of construction (concrete/tent/storage units, etc.)	Pre-fabricated storage units on fenced concrete pad
Location of facility (transfer/landfill/city yard, etc.)	At County Landfill site
2) Cost of construction (total & sq. ft.)	\$96,525 or \$40/square foot
Source of funds	\$90,000 CIWMB grant funds (HD 10) \$ 6,525 county funds
Breakdown of costs	Planning/Design: \$16,125 Storage Units/Building: \$58,000 Equipment: \$22,400
3) Operational Description; include number of employees, duties, and services offered (HHW, ABOP collection, swap program, etc.)	Contracted firm provides site manager and two technicians for sorting and packing wastes. All HHW accepted except medical waste. Paint, solvents & antifreeze bulked for treatment/recycling. Materials exchange available.
E-waste or U-waste (particularly fluorescent lamps and batteries) collected?	E-waste collection began January 2004. U-waste collection of fluorescent lamps, batteries and mercury thermometer exchange planned with grant funds.
CESQG collection?	Yes, accepted, but no special outreach effort.
4) Hours of Operation—(schedule and total annual hours.)	Every other Saturday, 9:00 AM – 1:00 PM or 96 hours per year.
5) Population of serviced area and number served in last two years.	Approximately 30,000 in county. 2003: 600 served 2004: 750 served
6) Operation Costs from last year	Approximately \$64,000 for FY 2003/2004.
7) Things you would have done differently or suggested modifications.	Additional paint can crusher would help. A larger fume hood should have been installed. Shorten site hours during winter.

SCORING CRITERIA: HOUSEHOLD HAZARDOUS WASTE GRANT (14th Cycle) FY 2005/2006

Applicants must score 80% (64 points) of the General Review Criteria, in order to be eligible to receive points in the Program Criteria section. Applicants must score at least 70% (70 points) of the total possible 100 points to be considered for funding.

GENERAL REVIEW CRITERIA

Points	Description – Points per bulleted item are in parentheses
20	<p>1. NEED = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, problems to be resolved, etc.).</p> <ul style="list-style-type: none"> • (6) Convincingly describes gaps in existing programs to properly manage HHW in the proposed service area and documents gaps with local population statistics, surveys, other research or data. • (4) Defines the target population or geographic area to be served by this project and convincingly presents the rationale for serving this population compared to others. • (5) Narrative and data presented supports the focus and scope of this proposed project for HHW management in the proposed service area. • (5) Convincingly describes barriers in existing programs that prevent targeted population from properly managing HHW and documents those barriers with survey and/or other research data.
8	<p>2. GOALS AND OBJECTIVES = Describe what you wish to accomplish by completing this grant project. Describe measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> • (4) Measurable outcome goals relative to baseline information are reasonable, realistic and achievable. • (4) Measurable process and outcome goals effectively overcome identified barriers, fill gaps in services and/or address identified problems.
16	<p>3. WORK PLAN = Specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project. (Exhibit and narrative)</p> <ul style="list-style-type: none"> • (4) Proposed activities effectively overcome identified barriers, fill gaps in services and/or address identified problems. • (4) Activities and tasks delineated in the Work Plan are well thought through as well as achievable within the time frame of the grant and available resources. • (4) Project activities build upon lessons learned through previous pilot projects or programs (local, regional, statewide or other). • (4) Strategy to fund and/or continue the project after the grant term is well thought through and attainable.
8	<p>4. EVALUATION = Measures the outcome of the applicant's project.</p> <ul style="list-style-type: none"> • (4) Methods, including statistical tests or questionnaires, for process and outcome evaluation effectively measure goal achievement and address HHW waste stream data collection. • (4) Methods for evaluating and modifying project during implementation and responsibility for that task are thoroughly outlined in Work Plan.

11	<p>5. BUDGET = Discuss the costs (dollar figure) associated with activities necessary to complete the project. (Exhibit)</p> <ul style="list-style-type: none"> • (5) Reasonableness and completeness of costs associated with activities/tasks are clearly outlined in the narrative and Work Plan. • (4) Describes cost-effectiveness of project in relation to quantity, location, source, and type of waste to be collected. Keeps budget items for managerial, contingency or miscellaneous costs to a minimum. • (2) Includes any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc
7	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <ul style="list-style-type: none"> • (3) Required forms, documentation and Exhibits (Map, Facility Profile, Work Plan, Budget & Cost Estimates, Resolution, Environmental Justice Certification, etc.) are included. • (2) Letters of support for the project demonstrate need for project and/or active involvement of cooperating businesses or organizations. • (2) Applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete project.
10	<p>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</p> <p>Applicant provides evidence that a of recycled content policy is in place or evidence to show that a policy will be adopted during the application period which requires the grantee to purchase recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, or use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:</p> <ul style="list-style-type: none"> • (3) Policy is in place or has been adopted during the application period by the applicant, or its governing body. • (3) Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year. • (2) Applicant, or its governing body, can provide evidence of sustainable business practices within the past year. • (2) Applicant, or its governing body, proposes to evaluate their RCP purchasing policy annually. Evaluation should address the positive and negative features, including a plan to increase the percentage of RCP.
80	TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS

PROGRAM CRITERIA

Applicants will either score Program Criteria points in the 1) Statutory Requirements and Discretionary Criteria sections or 2) Recycled Paint Certification Project section; NOT both.

Points	Description
	Statutory Requirements: As authorized by Public Resources Code (PRC) Section 47200
3	<p>8. Establish or expand HHW program(s) for:</p> <ul style="list-style-type: none"> • Rural areas (county having a population of 200,000 or less); or • Small Cities (population of less than 35,000).
3	9. Establish or expand targeted program for underserved populations/areas (those having less access to HHW collection opportunities compared to other populations/areas with comparable density and socio-economic status in the service area).
4	10. Demonstrate or pilot innovative or more cost effective collection methods.
2	11. Establish a multi-jurisdictional HHW program that addresses regional needs.
	Discretionary Criteria
8	<p>A. Establish a permanent and sustainable HHW collection facility(ies).</p> <p style="text-align: center;">OR</p> <p>B. Expand permanent HHW collection facility(ies) to accommodate electronic waste, universal waste electronic devices (UWED), and other universal wastes.</p> <p style="text-align: center;">OR</p> <p>C. Demonstrate or pilot targeted universal waste programs.</p>
20	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
20	Recycled Paint Certification Project
100	TOTAL POSSIBLE SCORE (Total of General Review Criteria and Program Criteria Points)